



## FIRST THINGS FIRST

*The right system for bright futures*

### Request for Grant Application Amendment #1

Request for Grant Application No.:	FTF-STATE-13-0348-00
Request for Grant Application Title:	Quality First Incentives
Release Date:	December 7, 2011
Issuing Agency:	Arizona Early Childhood Development and Health Board, First Things First
Due Date:	January 20, 2012
Receipt/Opening Location:	First Things First 4000 N Central Avenue, Suite 800, Phoenix, AZ 85012
Contact:	<a href="mailto:grants@azftf.gov">grants@azftf.gov</a> Fax (602) 265-0009

**A SIGNED COPY OF THIS AMENDMENT SHALL BE RECEIVED AT THE ABOVE AGENCY LOCATION (PREFERRABLY WITH THE SOLICITATION RESPONSE) PRIOR TO THE DUE DATE AND TIME. IT IS NECESSARY TO RETURN THIS FORM ONLY IF YOU ARE RESPONDING TO THE SOLICITATION. THIS SOLICITATION IS AMENDED AS FOLLOWS:**

#### Page 12:

##### **Reads**

Facility projects are authorized if the primary function is to improve quality of services provided to children. Examples of facility projects include but are not limited to shelving, cement slab, fencing, painting and carpet installation. Enhancement grants for facility projects cannot exceed 30% of the total incentive amount available to the participant. Payment for facility projects will be made directly to contractor from the successful Applicant. Participants choosing to have a facility project completed must sign a First Things First liability release form prior to the project being initiated.

##### **Should Read**

Facility projects are authorized if the primary function is to improve quality of services provided to children. Examples of facility projects include but are not limited to shelving, cement slab, fencing, painting and carpet installation. Enhancement grants for facility projects cannot exceed 30% of the total incentive amount available to the participant. Payment for facility projects will be made directly to contractor from the successful Applicant. Participants choosing to have a facility project completed must sign a First Things First liability release form **(See Exhibit O – see below)** prior to the project being initiated.

**Page 16:**

**Reads**

To complete your Application, provide a comprehensive narrative response that addresses each of the items in the Executive Summary and the criteria sections below. If an item requires a completed attachment, please reference that attachment within the narrative response when indicated. The narrative is not to exceed 10 pages, including the one page for the executive summary, and using 12 point font size and no less than an one inch margin.

**Should Read**

To complete your Application, provide a comprehensive narrative response that addresses each of the items in the Executive Summary and the criteria sections below. If an item requires a completed attachment, please reference that attachment within the narrative response when indicated. The narrative is not to exceed **50** pages, including the one page for the executive summary, and using 12 point font size and no less than a one inch margin.

**Page 65:**

**Reads**

**Incentive Payment**

1. Participants eligible for a Quality Bonus may access the bonus in one of two ways:
  - a. Purchases of materials made by coaching agency,  
or
  - b. A cash incentive provided to the participant in the form of a check.

**Should Read**

**Incentive Payment**

1. Participants eligible for a Quality Bonus may access the bonus in one **or both** ways:
  - a. Purchases of materials made by coaching agency
  - b. A cash incentive provided to the participant in the form of a check.

**Page 65:**

**Reads**

2. Participants are required to maintain a record of incentive expenditures on the Quality Bonus Report, and to submit financial documents (receipts, invoices, facility project contracts etc.) to the coaching agency of all expenditures made from the Quality Bonus on a monthly basis. All receipts and the Quality Bonus Report must be turned in to the coaching agency by May 1 of each year. Coaching agencies will reconcile financial documents with the Quality Bonus amount given to participant. Receipts will remain on file with coaching agency.

**Should Read**

2. Participants are required to maintain a record of incentive expenditures on the Quality Bonus Report, and to submit financial documents (receipts, invoices, facility project contracts etc.) to the coaching agency of all expenditures made from the Quality Bonus on a monthly basis. All receipts and the Quality Bonus Report must be turned in to the **incentive grantee** by May 1 of each year. Coaching agencies will reconcile financial documents with the Quality Bonus amount given to participant. Receipts will remain on file with coaching agency.

**Page 65:**

**Reads**

3. If financial documents do not equal the Quality Bonus amount provided to the participant, the coaching agency will provide the participant 14 days to submit any the additional financial documentation needed. If participant is not able to provide the additional financial documents, the coaching grantee will notify FTF of “non compliance with Quality Bonus financial reporting.”

**Should Read**

3. If financial documents do not equal the Quality Bonus amount provided to the participant, the **incentive grantee** will provide the participant 14 days to submit any the additional financial documentation needed. If participant is not able to provide the additional financial documents, the coaching grantee will notify FTF of “non compliance with Quality Bonus financial reporting.”

**Page 66:**

**Reads**

Please select **one** option:

**Should Read**

Please select **one** or **both options**:

**Page 66:**

**Reads**

- Submission of the Quality Bonus Report and all financial documentation to coaching agency by **May 1** of each year the participant receives the Quality Bonus.

**Should Read**

- Submission of the Quality Bonus Report and all financial documentation to **incentive grantee** by **May 1** of each year the participant receives the Quality Bonus.

**Page 67:**

**Reads**

**If selected Option A:** I understand that I must submit monthly financial documentation of expenditures made with the Quality Bonus. I understand that ALL financial documents related to any expenditures made from the Quality Bonus AND a completed Quality Bonus Report must be submitted to the Quality First coaching agency by **May 1<sup>st</sup> of each year** that I receive the Quality Bonus.

**Should Read**

**If selected Option A:** I understand that I must submit monthly financial documentation of expenditures made with the Quality Bonus. I understand that ALL financial documents related to any expenditures made from the Quality Bonus AND a completed Quality Bonus Report must be submitted to the Quality First **incentive** agency by **May 1<sup>st</sup> of each year** that I receive the Quality Bonus.

**EXHIBIT O modifications included below:**



## Liability Release for Quality First Facility Projects

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First Thing First is approving the utilization of the Quality Enhancement Grant towards the facility project:

submitted by \_\_\_\_\_

(herein referred to as Participant) on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Quality Enhancement Grants are designed to assist participants in obtaining goals prioritized in the quality improvement planning process. Quality First participants may purchase materials, supplies and/or resources up to the maximum award amount available to support continued quality enhancements and professional development.

The Participant has indicated approval for **INSERT FACILITY PROJECT DESCRIPTION** at **INSERT NAME OF PROGRAM** located at **INSERT ADDRESS**. **INSERT HOW THE FACILITY PROJECT WILL IMPROVE PROGRAM QUALITY.**

It is the responsibility of the Participant to fulfill any and all fiscal actions that may be required in **excess of INSERT AMOUNT AVAILABLE FOR FACILITY PROJECT** which is 30% of the total incentive amount available for facility projects in medium sized centers as indicated in the Quality First Incentive Policy. It is also the responsibility of the Participant to cover any costs associated with maintenance and/or potential structural damage that may occur. Additionally, future Quality First incentives may not be used to assist with any costs as mentioned above.

If the Participant relocates or if the facility is sold, First Things First, the Quality First Coaching and Incentive Grantee and/or sub-contractor will not be held liable in the event the facility project requires maintenance or is damaged. Additionally if the facility project does not pass any health and/or safety facility inspections First Things First, the Quality First Coaching and Incentive Grantee and/or sub-contractor will not be held liable.

I have read and understood the above liability release. I understand that I may use **INSERT AMOUNT** of my Quality Enhancement Grant to supplement costs associated with the facility project. I agree that First Things First, the Quality First Coaching and Incentive Grantee and/or sub-contractor are not liable for any structural maintenance and/or damage that may be caused due to said facility project at **INSERT NAME OF PROGRAM AND ADDRESS**.

\_\_\_\_\_  
Participant Signature (Owner, and/or District Manager)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant Signature (Director)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**ALL OTHER PROVISIONS OF THE SOLICITATION SHALL REMAIN IN THEIR ENTIRETY.**

**APPLICANT HEREBY ACKNOWLEDGES RECEIPT  
AND UNDERSTANDING OF THE ABOVE  
AMENDMENT.**

THE ABOVE REFERENCED SOLICITATION  
AMENDMENT IS ISSUED THIS DATE  
Friday, December 23, 2011

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name & Title

\_\_\_\_\_  
Sheila Hoppe  
Fiscal and Contracts Manager